

CITY JUDGE

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional judicial duties in interpreting and applying the local, state, and federal laws.

Supervision Received and Exercised:

Receives general direction from the Presiding City Judge or from other supervisory or management staff.

Provides direction to Courtroom staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Preside over a variety of hearings including criminal misdemeanor and traffic arraignments, juvenile alcohol, driving and curfew arraignments, criminal jury and non-jury trials, orders of protection hearings and harassment injunctions, pre-trial conferences and motion hearings;
- Review requests for continuances; grant or deny requests;
- Conduct interviews for orders of protection and harassment injunction and preparation of appropriate orders; serve orders to persons held in custody;
- Review search warrants; sign or reject warrants; confirm warrant recalls;
- Review and sign summons, subpoenas, arrest warrants and other court orders;
- Review financial disclosure statements;
- Review and sign seized property releases;
- Correspond with non-local defendants for dispositions of cases by mail when appropriate;

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City Judge (continued)

- Perform legal research;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience as a practicing attorney. Experience in criminal law and trial practice is preferred.

Education:

A Juris Doctorate from an accredited law school.

Licenses/Certifications:

Member of the State Bar of Arizona in good standing for a minimum of five years.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

City judges can be appointed for an initial two year term followed by four year terms and may be removed for cause during the term by the City Council. City judges shall comply with all personnel rules and regulations of the city as applicable and shall be unclassified exempt employees.

Job Code: 005

FLSA: Exempt